Printing Progress Reports

Middle/High

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| 1. Log in to PowerSchool. | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2016-08-25 at 2.45.24 PM.png |
| 2. Click the PRINTER icon for the class your school has chosen for progress report distribution. |  |
| 3. Click the dropdown arrows to the right of “Which report would you like to print?” | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2016-08-25 at 2.51.20 PM.png |
| 4. Click to select the 2017-18 Progress Report for the desired nine weeks.  5. Click Submit. |  |
| 6. Click View by the completed report. (You may need to refresh your browser.) | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2016-08-25 at 3.02.11 PM.png |
| 7. The report will open and show scores by student, with 3 students per page.  8. Print the report.  9. **Cut apart** and distribute. | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2016-08-25 at 3.07.42 PM.png |